

Appointment of Non-Salaried Associates

The purpose of this document is to provide guidance for completing the Request for Ames Laboratory Associateship Non-Salaried Appointment [\[AL Associateship Form 48200.010\]](#).

Comments and questions regarding this procedure should be directed to the contact person listed below:

Name: Diane Muncrief
Manager, Human Resources
Address: 105 TASF
Phone: 294-5731

Sign-off Record:

Approved by: _____ **Date:** _____
Diane Muncrief, Manager Human Resources

Approved by: _____ **Date:** _____
Tom E. Wessels, Manager Environment, Safety, Health & Assurance

Approved by: _____ **Date:** _____
Debra L. Covey, Sponsored Research Administration Associate Director

Approved by: _____ **Date:** _____
Dr. Patricia A. Thiel, Science and Technology Division Director

Approved by: _____ **Date:** _____
Dr. Bruce N. Harmon, Deputy Director

Approved by: _____ **Date:** _____
Dr. Alexander H. King, Laboratory Director

Note: Original Sign-off Record with signatures is on file with ESH&A.

1.0 Revision/Review Log

This document will be reviewed once every 5 years as a minimum.

<u>Revision Number</u>	<u>Effective Date</u>	<u>Contact Person</u>	<u>Pages Affected</u>	<u>Description of Revision</u>
0	5/1/2009	D. Muncrief	All	Initial Procedure
1	2/8/2012	D. Muncrief	1, 3	Updated URL link

2.0 Purpose and Scope

The Request for Ames Laboratory Associateship Non-Salaried Appointment form provides an opportunity for an individual to become formally involved with the Ames Laboratory research programs on a non-salaried basis. Appointments will generally provide for collaborative relationships with members of the Ames Laboratory staff, will contribute to the Ames Laboratory goals and objectives, and be consistent with the missions of the Laboratory and the U.S. Department of Energy.

3.0 Prerequisite Actions and Requirements

If the proposed candidate for associateship is not a U.S. citizen, the AL-473 form must be completed and approved prior to the associateship being approved.
(DOE Order 142.3)

4.0 Appointment of Non-Salaried Associates

All requested information/fields on the Associateship form must be filled in; most are self-explanatory. Renewal should only be marked to continue a current associateship (no break in appointment); all others should be marked as new appointments.

If an individual is a current or past employee, the employee number should be listed. For new associates, Human Resources will assign the employee number at the time the individual completes check in.

The supervising staff member must determine the appropriate category of associateship for the individual, as well as the timeframe (semester, 1 year, 2 years max). The categories and detailed descriptions are available on the back of the Associateship form. The Program Director or Department Manager must also review and concur that the appropriate category is selected.

5.0 Post Performance Activity

The proposed candidate must check in once the approved associateship form and AL-473 (if applicable) are received in Human Resources. The individual will be required to complete the Ames Laboratory forms at this time or they may download the forms from the Human Resources website:

<http://www.ameslab.gov>, Human Resource Forms section, and bring in completed forms. Non US citizens are required to submit original visa and passport documentation before being permitted to check in. Once all documents are complete and the proposed candidate signs the Associateship form, an employee number is issued and the individual is entered into the Ames Laboratory system.